SUMMATIVE CONFERENCING FORM (TEACHERS)

(Evaluator and evaluatee discuss and complete prior to developing the teacher's professional growth plan and summative evaluation instruments. This analyses document is the summary of data collected for formative purposes such as: observations, professional development activities, portfolio entries, products, units of study, etc.)

Evaluatee/Observee _____ Content Area _____ Grade(s) _____

Evaluator/Observer _____ Position _____

Date of Conference (Analyses) _____ School _____

Standards/Performance Criteria	Performance/Product/Portfolio Ratings			Professional Growth Activities
	NOTE: *More than one (1) rating may be checked			
1: Demonstrates Applied Content Knowledge	Meets	Growth Needed	Does Not Meet	**Discussed**
1.1. Communicates concepts, processes, and knowledge.				
1.2. Connects content to life experiences of student.				
1.3. Demonstrates instructional strategies that are appropriate for content and contribute to student learning.				
1.4. Guides students to understand content from various perspectives.				
1.5. Identifies and addresses students' misconceptions of content.				
Overall rating for Summative Evaluation Form				
2: Designs and Plans Instruction	Meets	Growth Needed	Does Not Meet	**Discussed**
2.1. Develops significant objectives aligned with standards.				
2.2. Uses contextual data to design instruction relevant to students.				
2.3. Plans assessments to guide instruction and measure learning objectives.				
2.4. Plans instructional strategies and activities that address learning objectives for all students.				
2.5. Plans instructional strategies and activities that facilitate multiple levels of learning.				
Overall rating for Summative Evaluation Form				
3: Creates and Maintains Learning Climate	Meets	Growth Needed	Does Not Meet	**Discussed**
3.1. Communicates high expectations.				
3.2. Establishes a positive learning environment.				
3.3. Values and supports student diversity and addresses individual needs.				
3.4. Fosters mutual respect between teacher and students and among students.				
3.5. Provides a safe environment for learning.				
Overall rating for Summative Evaluation Form				
4: Implements and Manages Instruction	Meets	Growth Needed	Does Not Meet	**Discussed**
4.1. Uses a variety of instructional strategies that align with learning objectives and actively engage students.				
4.2. Implements instruction based on diverse student needs and assessment data.				
4.3. Uses time effectively.				
4.4. Uses space and materials effectively.				
4.5. Implements and manages instruction in ways that facilitate higher order thinking.				
Overall rating for Summative Evaluation Form				
5: Assesses and Communicates Learning Results	Meets	Growth Needed	Does Not Meet	**Discussed**
5.1. Uses pre-assessments.				
5.2. Uses formative assessments.				
5.3. Uses summative assessments.				

	Meets	Growth Needed	Does Not Meet	Discussed
5.4. Describes, analyzes, and evaluates student performance data.				
5.5. Communicates learning results to students and parents.				
5.6. Allows opportunity for student self-assessment.				
Overall rating for Summative Evaluation Form				
6: Demonstrates Implementation of Technology	**Meets**	**Growth Needed**	**Does Not Meet**	**Discussed**
6.1. Uses available technology to design and plan instruction.				
6.2. Uses available technology to implement instruction that facilitates student learning.				
6.3. Integrates student use of available technology into instruction.				
6.4. Uses available technology to assess and communicate student learning.				
6.5. Demonstrates ethical and legal use of technology.				
Overall rating for Summative Evaluation Form				
7: Reflects and Evaluates Teaching/Learning	**Meets**	**Growth Needed**	**Does Not Meet**	**Discussed**
7.1. Uses data to reflect on and evaluate student learning.				
7.2. Uses data to reflect on and evaluate instructional practice.				
7.3. Uses data to reflect on and indentify areas for professional growth.				
Overall rating for Summative Evaluation Form				
8: Collaborates with Colleagues/Parents/Others	**Meets**	**Growth Needed**	**Does Not Meet**	**Discussed**
8.1. Identifies students whose learning could be enhanced by collaboration.				
8.2. Designs a plan to enhance student learning that includes all parties in the collaborative effort.				
8.3. Implements planned activities that enhance student learning and engage all parties.				
8.4. Analyzes data to evaluate the outcomes of collaborative efforts.				
Overall rating for Summative Evaluation Form				
9: Evaluates Teaching/Implements Professional Development	**Meets**	**Growth Needed**	**Does Not Meet**	**Discussed**
9.1. Self assesses performance relative to Kentucky's Teacher Standards.				
9.2. Identifies priorities for professional development based on data from self-assessment, student performance and feedback from colleagues.				
9.3. Designs a professional growth plan that addresses identified priorities.				
9.4. Shows evidence of professional growth and reflection on the identified priority areas and impact on instructional effectiveness and student learning.				
Overall rating for Summative Evaluation Form				
10. Provides Leadership within School/Community/Profession	**Meets**	**Growth Needed**	**Does Not Meet**	**Discussed**
10.1. Identifies leadership opportunities that enhance student learning and/or professional environment of the school.				
10.2. Develops a plan for engaging in leadership activities.				
10.3. Implements a plan for engaging in leadership activities.				
10.4. Analyzes data to evaluate the results of planned and executed leadership efforts.				
Overall rating for Summative Evaluation Form				

** NOTE: This column provides for one or more ratings. For example, an evaluatee might simply *"meet"* the performance criteria and that cell alone would be checked. Also, an evaluatee could *"meet"* the performance criteria yet *"need growth"* in a refinement/enrichment phase of professional growth; and two ratings would be checked. Likewise, one could *"not meet"* the performance criteria and *"need growth"*. If the *"does not meet"* cell is checked, the cell *"growth needed"* must be checked.